

RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, O&M Staff (DE/I and DE/S Area)

Work Report Week Ending 18 July 1956.

Accomplishments

1. T/O Completed
MS-919, Request for T/O Position Project [REDACTED]. [REDACTED]
2. Evaluation completed on Employee Suggestion No. 445, Establishment of a Scientific Intelligence Planning Group. [REDACTED]
3. Evaluation Completed on Employee Suggestion concerning the broadening of the petty cash fund. [REDACTED]

Assignments Active This Week

4. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DE/P. [REDACTED]
5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Program. [REDACTED]
6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED]
7. Project 5-80, Review of Procedures, Printing Services Division. Assistance in implementing recommendations. [REDACTED]
8. Establishment of Account Records for Fiscal Year 1957. [REDACTED]
9. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]
10. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED]
11. MS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DDCI and others. [REDACTED]
12. MS-894, Request for Increase of 5 in Personnel Ceiling and T/O, and in Table of Vehicular Allowances for Motor Pool. [REDACTED]

~~SECRET~~

13. Project 6-47, Use of Unvouchered Funds to Pay Agency Employees. [REDACTED] 25X1A9a
14. Project 6-19, Study of OTR Clerical Training Program. [REDACTED] 25X1A9a
15. Project 6-45, Survey of Space Situation in OCR - As result of IG charges of severe overcrowding. [REDACTED] 25X1A9a
16. MS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Development Programs. [REDACTED] 25X1A9a
17. Transfer of Administration of JCD/SCD from D/Pers. to OTR. [REDACTED] 25X1A9a

Miscellaneous

18. Training. Fifteen hours on-the-job training on Logistics procedures and organization and Confidential Funds regulations, policies and practices. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a